Study Abroad Office
Site Evaluation Form

Institution/Organization: _______________________________________________________________

Country: ___________________ City/Town: ___________________________________________

Date of In Country Site Visit (if applicable): ___________________________________________

Completed by: UNT Faculty/Staff □ Partner Institution/Organization □

Name of Person Completing this Form: _______________________________________________

Email and Phone of Person Completing this Form: _____________________________________

INSTITUTION/ORGANIZATION INFORMATION

General
1. Is the institution/organization accredited? □ Yes □ No
   Accrediting body/bodies: ___________________________________________________________

2. How many students attend the university? ___________________________________________

3. How many international students? ________________________________________________

4. What is the language of instruction? ______________________________________________

5. Do you have photographs of this institution that you are willing to share for publicity purposes?
   □ Yes □ No

Courses and Credits
1. Average class size Lower level ______________ Upper level _________________

2. Academic calendar □ Not available □ Online □ In catalogues □ Other _____________
   Relevant website ________________________________________________________________
   How long before the start of the term is this information available? _________________
   Approximate first semester dates ________________________________________________
   Approximate second semester dates _____________________________________________
   When is study abroad possible? □ Fall □ Spring □ Summer □ Other

3. Course schedules □ Not available □ Online □ In catalogues □ Other _____________
   Relevant website ________________________________________________________________
   How long before the start of the term is this information available? _________________
4. **Course syllabi**
   - ☐ Not available   ☐ Online   ☐ Paper form   ☐ Other ____________
   - Relevant website: _______________________________________________________
   - How long before the start of the term is this information available? _________________

5. **Information about faculty credentials**
   - ☐ Not available   ☐ Online   ☐ Paper form   ☐ Other ____________
   - Relevant website: _______________________________________________________
   - Are credentials/standards comparable to UNT?  ☐ Yes  ☐ No

6. **Credits and contact hours**
   A. How many courses does a full-time student take? _________________
   B. Typical number of credits per course (e.g. UNT is 3 SCH) _________________
   C. Contact hours per course (e.g. UNT is 15 per SCH/45 per 3 SCH course) _________________

7. **What is the grading scale used by the university/institution?**
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

8. **Are any courses/majors restricted for UNT students studying at the university/institution? Which?**
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

9. A. From the perspective of the partner institution, at what point in a student’s academic career is considered the best time to take part in this program? (Please consider language proficiency, level of available courses, etc.)
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   
   B. Based on the information provided from the partner institution, when would UNT students be advised to pursue this experience so that it would prove to be most beneficial according to their academic plan?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

10. **What are the relevant academic departments from which UNT students can be recruited for participation (e.g. if taught in Russian then the Russian language program, students from the academic specialty of the partner, etc.)?**


Program Coordination

1. Exchange coordinator contact information
   Name __________________________________________________________
   Title _________________________________________________________
   Email _________________________________________________________
   Telephone ____________________________________________________
   Fax ________________________________________________________________________
   Street address ________________________________________________________________________
   ________________________________________________________________________
   City ________________________________________________________________________
   Postal code ________________________________________________________________________
   Country ________________________________________________________________________

2. What is the anticipated number of exchange placements that will be available in one year? Note that 1=one academic year and .5=one semester. This applies only to student exchange agreements_________________

3. What is the process for submitting applications/nominations?
   ________________________________________________________________________
   ________________________________________________________________________
   ________________________________________________________________________

Student Services

1. Is there a program coordinator/advisor for exchange/international students? ☐ Yes ☐ No

2. Does someone meet incoming international students at the airport? ☐ Yes ☐ No

3. The university/institution will provide students with access to:
   A. Library facilities ☐ Yes ☐ No Superior 1 2 3 4 5 Poor
   B. Computer/email facilities ☐ Yes ☐ No Superior 1 2 3 4 5 Poor
   C. Wi-Fi internet connection ☐ Yes ☐ No Superior 1 2 3 4 5 Poor
   D. Athletic facilities ☐ Yes ☐ No Superior 1 2 3 4 5 Poor
E. Social programing  □ Yes □ No  Superior 1 2 3 4 5 Poor

F. Other ____________________________________________

HEALTH AND SAFETY

Health
1. Does the university/institution have on-site medical facilities for students? □ Yes □ No

2. Does the university/institution have an on-site pharmacy or is there one nearby? □ Yes □ No

3. Are there English-speaking personnel at local medical facilities who can act as translators? □ Yes □ No

4. What hospital will students be sent to in event of emergency?
   Name ____________________________________________
   Telephone ________________________________________
   Address _________________________________________

5. Is there any special insurance required? □ Yes □ No
   a. If yes, is this something that is provided/arranged by the institution/organization? □ Yes □ No

Campus Safety
1. Please indicate the university/institution’s setting in relation to its surroundings:
   □ Town Center  □ Suburban area  □ Rural area  □ Other: ________________________________

2. Is there campus security/police? □ Yes □ No

3. Is the campus well lit? □ Yes □ No

4. Are night courses offered? □ Yes □ No

5. Is the campus equipped for fire safety? (Extinguishers/sprinklers?) □ Yes □ No

6. Does the campus have emergency procedures in place? □ Yes □ No

5. Please attach any relevant emergency procedures. □ Attached

6. Please attach campus crime statistics. □ Attached

7. Please describe any particular campus hazards.
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
8. Does the campus feel safe? 

Community Safety

1. Are there security risks in the area, including risk of natural disaster or threat of political/social conflict? Please describe.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

2. Does the community have a procedure for emergencies?  

☐ Yes  ☐ No

3. Please provide available crime information for the community and list the common crimes.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

4. Please provide information on other potential safety concerns, e.g. the presence of a prison in the community, the presence of military installations, “known” crime areas, and whether the community is in a border area.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

5. Please provide information about any current U.S. Department of State Travel Warnings for the area.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

6. Does the community feel safe? 

Nearest U.S. Embassy/Consulate

Telephone

U.S. citizens emergency telephone

Website
Study Abroad Office  
Site Visit Checklist

Street address  
________________________________________________________________________
________________________________________________________________________

City  
________________________________________________________________________

Postal code  
________________________________________________________________________

Country  
________________________________________________________________________

Housing

1. Where will the student live?  
   □ On Campus  □ Off campus

2. What will be the approximate cost/month of the student’s housing?  
   __________________________

3. Who will arrange housing for the student?  
   □ Student  □ Host university/institution

4. What kind of housing will the student live in?

<table>
<thead>
<tr>
<th>Type</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room in house or apartment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homestay</td>
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<td></td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

5. Indicate whether the housing is in the town center, in a suburb area, or in a rural area.  
   □ Town Center  □ Suburban area  □ Rural area  Other:______________________________

6. Please indicate the distance from housing to the following locations:

<table>
<thead>
<tr>
<th>Place Name</th>
<th>Distance (kms)</th>
<th>Estimated time</th>
<th>Transportation type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>University/Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Health services</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Place Name</th>
<th>Distance (kms)</th>
<th>Estimated time</th>
<th>Transportation type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Embassy/Consulate</td>
<td></td>
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<td></td>
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<tr>
<td>Airport</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>City center</td>
<td></td>
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</tr>
</tbody>
</table>
7. **Water.** Please indicate the student’s home water access.
   - A. In-house running water  □ Yes  □ No  □ Maybe
   - B. Hot running water     □ Yes  □ No  □ Maybe
   - C. Shower                □ Yes  □ No
   - D. Bathtub               □ Yes  □ No
   - E. Private bathroom      □ Yes  □ No
   - F. Communal bathroom     □ Yes  □ No

8. **Electricity.** Will the student have access to 24-hour electricity at home? □ Yes  □ No  □ Maybe

9. **Heating.** Please indicate the primary heat source. _______________________________________

10. **Cooling.** Please indicate the primary cooling source. _______________________________________

11. **Internet.** Will the student have internet connection at home? □ Yes  □ No  □ Maybe

12. **Housing quality.** Superior 1 2 3 4 5 Poor

**TRANSPORTATION**

Please indicate which local transportation options are available.

<table>
<thead>
<tr>
<th>Type</th>
<th>Yes</th>
<th>No</th>
<th>Cost</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Yes</th>
<th>No</th>
<th>Cost</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public bus</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Campus shuttle</td>
<td></td>
<td></td>
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<tr>
<td>Subway</td>
<td></td>
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<tr>
<td>Taxi</td>
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</tbody>
</table>
FOOD

1. Where will the student get most of his/her meals?

<table>
<thead>
<tr>
<th>Type</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>University dining hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self catering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local restaurants</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

2. What will be the approximate cost of food per month? ________________________________

COMMUNICATION

1. Will the student be able to use a U.S. cell phone? ☐ Yes ☐ No

2. Will the student be able to acquire a local cell phone? ☐ Yes ☐ No

3. If so, which phone company would be best for the student to use?

<table>
<thead>
<tr>
<th>Company</th>
<th>Cost/minute local call</th>
<th>Cost/minute call to U.S.</th>
<th>Cost/text message</th>
<th>Data? Y/N</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

4. Will the student be able to receive letters and packages? ☐ Yes ☐ No

5. Where will the student’s mail arrive? ☐ School ☐ Home ☐ Other ____________________

6. How long does it take mail from the United States to arrive? _______________________

BANKING

1. Are there ATMs in the community? ☐ Yes ☐ No
2. If so, can the student use the ATM to access his/her U.S. account? □ Yes □ No

3. Will it be necessary for the student to open a local bank account? □ Yes □ No

4. If so, which bank would be best for the student to use? _______________________________________

5. How widely are credit cards excepted? Everywhere 1 2 3 4 5 Nowhere

**STUDENT LIFE**

**Student Social Life**
1. What kinds of activities are available at the university/institution or in the community for students to take part in? Please check “P” for permanent and “S” for seasonal activities.

<table>
<thead>
<tr>
<th>Activity</th>
<th>P</th>
<th>S</th>
<th>Activity</th>
<th>P</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross-country skiing</td>
<td></td>
<td></td>
<td>Biking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dance clubs</td>
<td></td>
<td></td>
<td>Club sports teams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Downhill skiing</td>
<td></td>
<td></td>
<td>Concerts/Musical performances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fishing</td>
<td></td>
<td></td>
<td>Professional sporting events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf</td>
<td></td>
<td></td>
<td>Scuba Diving</td>
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<td></td>
</tr>
<tr>
<td>Hiking</td>
<td></td>
<td></td>
<td>Sightseeing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice skating</td>
<td></td>
<td></td>
<td>Surfing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Movie theaters</td>
<td></td>
<td></td>
<td>Swimming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Museums</td>
<td></td>
<td></td>
<td>Theater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opera</td>
<td></td>
<td></td>
<td>Water sports</td>
<td></td>
<td></td>
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<tr>
<td>Ballet performances</td>
<td></td>
<td></td>
<td>Winter sports</td>
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<tr>
<td>Bars/Pubs</td>
<td></td>
<td></td>
<td>Other</td>
<td></td>
<td></td>
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<tr>
<td>Beachs</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

2. How would you describe the atmosphere of the community? (e.g. cosmopolitan, quiet, busy)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

3. How active is this community’s nightlife? Very Active 1 2 3 4 5 Very Quiet

**Student Life Issues**
1. Is this site appropriate for:
   A. Any UNT student □ Yes □ No Notes ________________________________
   B. Any age (non-traditional students) □ Yes □ No Notes ________________________________
   C. Any dietary restrictions □ Yes □ No Notes ________________________________
   D. Any gender □ Yes □ No Notes ________________________________
   E. Any military status □ Yes □ No Notes ________________________________
### STUDENTS WITH DISABILITIES

1. Is this university/institution able to accommodate students with disabilities?

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>A. Any UNT student</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
<tr>
<td>B. ADD/ADHD</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
<tr>
<td>C. Psychiatric Disability</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
<tr>
<td>D. Learning Disability</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
<tr>
<td>E. Other Health</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
<tr>
<td>F. Visual</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
<tr>
<td>G. Deaf/Hard of Hearing</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
<tr>
<td>H. Mobility Disability</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
<tr>
<td>I. Cognitive/Traumatic brain injury</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
<tr>
<td>J. Other Disability</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>Notes</td>
</tr>
</tbody>
</table>

2. Is the university/institution able to provide the following accommodations for students with disabilities?

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>A. More time on exams</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td></td>
</tr>
<tr>
<td>B. Testing in a distraction reduced environment (small group, semi-private, private room)</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td></td>
</tr>
<tr>
<td>C. Help acquiring class notes (e.g. voice recorder, copies of professor’s notes, note partner, Smart Pen voice recorder, laptop for note-taking)</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td></td>
</tr>
</tbody>
</table>
D. Use of calculator on math tests  □ Yes □ No
E. No deduction for grammar/spelling when that is not an essential skill  □ Yes □ No
F. Use of computer/word processor for exams  □ Yes □ No
G. Reserved seat in preferred area of class  □ Yes □ No
H. Option to write answer on tests instead of scantron  □ Yes □ No
I. Scribe to write answers for tests, or double check scantron entries  □ Yes □ No
J. Reader during exams (computer text to speech)  □ Yes □ No
K. Short breaks  □ Yes □ No
L. Absence leniency  □ Yes □ No
M. Written and oral classroom instruction  □ Yes □ No
N. Conversion of textbooks to digital or auditory format  □ Yes □ No
O. One-on-one or video presentations instead of in front of class presentations  □ Yes □ No
P. Oral exam instead of written exam  □ Yes □ No
Q. Change the format of essay test to multiple choice or vice versa  □ Yes □ No
R. Reduced options on multiple choice tests  □ Yes □ No
S. Extended time for work done outside of the classroom (projects, papers, research etc.)  □ Yes □ No

3. How much notice does the university/institution request to accommodate a student with disabilities?
_______________________________________________________________________________________

4. Is there housing available for students with disabilities? (ground floor, elevators, etc.)  □ Yes □ No
   Please describe ______________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________

5. Is local public transportation able to accommodate students with disabilities?  □ Yes □ No

6. Is there alternate transportation available for students with disabilities?  □ Yes □ No
   Please describe ______________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________
Do you recommend this university/institution as a UNT Study Abroad site?

☐ Yes  ☐ No  ☐ Provisionally (Please describe the conditions that need to be met below.)

NOTES______________________________________________________________________________________
___________________________________________________________________________________________
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Please return this completed form to the UNT Study Abroad Office

Email: studyabroad@unt.edu
Physical address: Sage Hall, Room 236
Mailing address: 1155 Union Circle #311067, Denton, TX 76203-5017 USA